

RETIREMENT LETTER REQUEST FORM



Office of the Chief Master Sergeant of the Air Force

- 1. Rank and Name of Retiree:**
- 2. Complete Duty/Organization Mailing Address of Retiree:**
- 3. Current Duty Title:**
- 4. Dates of Service and Number of Years:**
- 5. Ceremony Date:**
- 6. Complete Biography (insert text here):**
- 7. Spouse Name:**
- 8. Name, Email, and Duty Phone Number of POC:**
- 9. POC Complete Duty/Organization Mailing address – where to send letter:**

For processing, this completed form must be forwarded/emailed to your MAJCOM Command Chief's Executive Assistant.